

## Rental Weatherization Program Order Form For Satisfaction Of Compliance

Use this form to request a Satisfaction of Compliance form to allow the recordation of a property transfer that satisfies the Rental Weatherization Program for one of the following reasons. Processing may take up to 30 days. You will need to record the document that we mail to you at the Register of Deeds in the county where the property is located.

### Check One:

☐ **Satisfaction of Stipulation or Waiver based on involuntary transfer** such as foreclosure; bankruptcy; probate or some other involuntary transfer. Include a copy of the official court order document along with a copy of the stipulation/waiver. There is no fee for this document.

☐ **Satisfaction of Stipulation or Waiver based on owner-occupancy. Include two forms of proof of owner-occupancy**, such as copies of the real estate closing documents or Real Estate Transfer Return Form; or copies of the following showing the property address as the mailing address: driver's license, two months of telephone bills, two years of W-2's or two years of property tax bills. There is no fee for this document. **Note that this option is only available in the first year of a Stipulation, or the first two years of a Waiver, for a property that has four or less dwelling units. You will also have to first take over responsibility for the Stipulation or Waiver by signing the Transfer section of a copy of the Stipulation or Waiver (available from the Register of Deeds) and forwarding it to the address below.**

☐ **Duplicate Of A Previously Issued Certificate Of Compliance.** Include, if possible, a copy of the Certificate of Compliance for which you are requesting a duplicate along with a copy of the associated Stipulation agreement (available from the Register of Deeds), or other property identifying information. There is a \$50.00 for this replacement document.

Mail request form, supporting documents and check, if applicable, to:  
Rental Weatherization Program  
P.O. Box 7302  
Madison WI 53701-7302

For the first two choices above **where no fee is required**, you may fax this form and supporting documentation to (608)283-7476.

**Make Checks Payable To Wisconsin Department Of Commerce** [REVENUE CODE 7646]

**Fill** in the name and address of where to send the documents, and daytime phone in case of questions:

First and Last Name and Business Name	
*PLEASE USE STREET ADDRESS -not P.O. Box	
City, State, and Zip Code	
Daytime Phone	

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].  
The Department of Commerce is an equal opportunity service provider and employer.